DEVELOPMENT AND UPDATE OF PUBLIC ENGAGEMENT **PUBLICATIONS AND MATERIALS**

LMS-CP-4122 Rev. E: OSACB Expires: 06/18/2024

Approval Original signed on file Associate Director

June 18, 2019 Date

Objectives

- To produce effective outreach publications
- To inform the public about NASA's goals and accomplishments
- To educate students about NASA
- To satisfy media inquiries

General Information

The following record is generated by this procedure and should be maintained in accordance with LAPD 1440.7, Langley Research Center (LaRC) Records Management:

Office of Strategic Analysis, Communications, and Business

Development (OSACB), Publication Log



Requester

START

Identify need to

create or update

publication and

notify Public Affairs

(PA) Specialist or

Office Head

Publication to be

either created or

updated

Assign a writer

PA Specialist/

Office Head

Publication

necessary?

Notify requester

END

Yes

Nο

Draft/revise publication (See Note 1, 2 & 3)

No Meet needs of requester?

> Meets NASA

Communications

Style Guide?

No

Yes

Yes

Obtain publication number (see Note 4)

Send electronic file to printing facility and Outreach Team **Publication Manager**

END

Note 1

See

http://communications.nasa.gov/sites/co mmunications.nasa.gov/files/files/NASA_ Graphics_Standards_v3-TAGGED-v3.pdf

Note 2

If document is considered for Web publication, it shall be printer-friendly.

Note 3

If using Office of the Chief Information Officer services, submit draft/revision following LMS-CP-5906.

Note 4

To obtain a publication number from the **Outreach Publication Records** Manager, supply the following information:

- Name of writer
- Title of publication
- Date of printing
- Name of publication being replaced by new publication, if any